



OFFICE OF THE  
PRESIDENT

# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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PPM-001-98

JAN 8 1998

SUBJECT: Display Cases, Bulletin and Display Boards, and Portraits

References: *See Enclosure 1*

**Purpose:** This Policy Memorandum:

1. Cancels Uniformed Services University of the Health Sciences (USUHS) Instructions 4102<sup>a</sup> and 4101<sup>b</sup>; and
2. Establishes policies and guidelines for the use and maintenance of bulletin boards, display boards, and portraits in the USUHS hallways.

**Applicability:** This Policy Memorandum applies to all departments/activities and personnel at the USUHS.

**Definitions:** *See Enclosure 2.*

**Policy:** It is USUHS policy that:

1. All information posted on bulletin boards will be current and appropriate. Obsolete notices and other informational material will be removed in a timely fashion and all bulletin boards will be maintained in a neat and orderly manner;
2. USUHS bulletin boards are for the use and benefit of USUHS personnel only. Commercial companies with ads and notices shall **not** be permitted to post on any USUHS bulletin boards; and
3. Notices, posters, pictures, and other informational material shall **not** be posted or attached to walls, doors, and fixtures using tape, pins, or tacks. Pictures, signs, and similar items to be attached to walls shall be appropriately framed or mounted and installed by the Facilities Division (FAC).

**Responsibilities:**

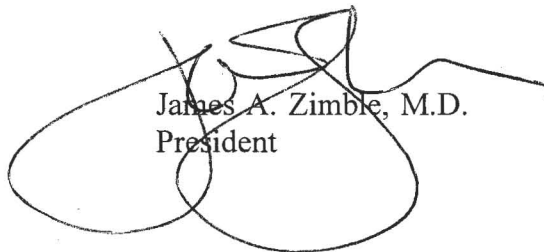
1. The Administrative Support Division shall be responsible for:
  - a. Bulletin boards located in main lobbies of each building, at the entrances to the Cafeteria, and the Packard Hall from the parking lot;
  - b. Closed bulletin boards at A2020, A2034, A2039, B3059, B4079, G040, main lobbies, and upper levels. Information to be displayed on closed bulletin boards shall be forwarded to the Director, Administrative Support Division (ASD) for posting at the USUHS;
  - c. Building and departmental directories; and
  - d. Removing obsolete materials the first week of each month from kiosks, which are installed in corridors and other high traffic areas to transmit information of interest to all USUHS personnel.
2. Departments/Activities shall:
  - a. Maintain bulletin boards that are used by their department/activity, which are located in departmental/activity spaces or in corridors adjacent to those spaces;
  - b. Maintain the information on the display boards used by the department/activity; and
  - c. If applicable, maintain photographs of prior chairs, division/section heads, and/or faculty at the rank of professor or equivalent, and organizational composites in the hallways adjacent to their department.
3. The Office of University Affairs shall be responsible for the selection, approval, and display of material placed in the large Display Case located in Building "B", First Floor, in the Lobby by the Main Auditorium.
4. The Military and Emergency Medicine Department shall be responsible for the selection, approval, and display of material placed in the Display Cases located in Building "C", Second Floor, Lobby.
5. The Office of the President, USUHS shall be responsible for the selection, approval, and display of material placed in the portable, freestanding Display Case located in Packard Hall, First Floor, Lobby.
6. The Learning Resource Center shall be responsible for the selection, approval, and display of material placed in the portable, freestanding Display Cases located in Building "D", First Floor, Learning Resource Center Lobby.
7. The Audio Visual Center shall be responsible for the display of material placed in the Closed Bulletin Board in front of the Cafeteria.

8. The Multidiscipline Laboratories shall be responsible for the issuance and maintenance of portable display boards, not to include information, posters, etc. Display boards are to be reserved, in writing, with the Multidiscipline Laboratories (MDL) office at least two weeks prior to the date needed. Departments will be notified by the MDL office of availability and are to arrange pick-up and return times. Display boards will **not** be taken from the USUHS grounds, for any purpose, unless prior approval has been granted by the Coordinator, MDL.

9. Facilities shall maintain USUHS display cases, which includes cleaning and internal lighting. The FAC shall maintain the capability of opening each of the display cases for maintenance.

**Security:**

The display cases shall remain locked or otherwise secure at all times. Some of the display cases require a special tool to open the glass front and each responsible individual or office shall be provided one of the special tools as required. Care must be taken when opening the display cases due to the weight of the glass front. If requested, FAC shall provide assistance in opening and closing the cases.



James A. Zimble, M.D.  
President

**Enclosures:**

1. References
2. Definitions

**REFERENCES**

- (a) USUHS Instruction 4102, "Portraits, Bulletin Boards, and Display Panels," dated December 28, 1987 (hereby cancelled)
- (b) USUHS Instruction 4101, "Use and Maintenance of Display Cases," dated December 23, 1981 (hereby cancelled)

## DEFINITIONS

1. Building Directories. Location listings by building and department/activity.
2. Closed Bulletin Boards. For posting fire and evacuation plans and other official matters pertaining to operations of the USUHS.
3. Department/Activity Bulletin Boards. For posting information pertaining only to the department/activity concerned or general information for departmental/activity personnel.
4. Departmental Directories. Location listings by building and room numbers of all departments/activities.
5. Display Cases. For exhibiting historical memorabilia, trophies, plaques, and special awards relating to student activities and visiting dignitaries.
6. Display Boards. For posting information pertaining to a common theme (e.g., pictures, articles, and publications relative to a seminar planned or in progress or other topics of a scientific or professional nature).
7. Kiosks. For posting information of a general nature (e.g., notices of meetings, seminars, requests for car pool participation, sale of homes by USUHS employees or students, etc.).
8. Official Bulletin Boards. For posting official notices, instructions, fire, and evacuation plans and other official matters pertaining to operations of the USUHS.
9. Portraits. Photographs of prior chairs, division/section heads, and/or faculty at the rank of professor or equivalent, and organizational composite for orientation purposes.